

13 September 1952

REPORT FOR THE WEEK OF 15 - 19 SEPTEMBER

To: The Deputy Director of Training (G)
From: Management Training Division

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I. Outstanding Achievements

Training in the use of the Personnel Evaluation Report has been given to twelve groups of supervisors this week by [REDACTED] and myself. The offices covered this week have been: OTR, ONE, PHOC., PERS., MED., Gen. Couns., and an additional meeting for OO.

II. Developing Plans

The Clerical Training Branch is completing plans for the Clerical Orientation Program that will commence on 22 September.

Training in the use of the P. E. R. for supervisors in DDP offices has been set up. An initial briefing meeting for all Evaluations Officers in the DDP offices will be held on Wednesday 24 September at 10 a.m. in Room 1123 Eye Building. Notices of this meeting have been sent out.

[REDACTED] and I are now visiting Evaluations Officers in the DDP offices to assist them in scheduling training sessions for their supervisors during the month of October.

A statement of the Mission and Functions of the Management Training Division has been prepared for use as part of the OTR Charter.

III. Contributions by TRG

No report.

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IV. Contributions to TRG by Others

No report.

V. Requests for Special Training

It is possible we may be requested to do some overseas training during the winter. Nothing definite yet.

[REDACTED]
Chief, Management Training Division

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